



29 DECEMBER 2007

Transportation

## OPERATION AND MAINTENANCE OF CIVIL AIR PATROL VEHICLES

CAPR 77-1, dated 1 September, 2003, is supplemented as follows:

**3.g. Added.** Completed vehicle mileage logs, OKWG Forms 73A.

**3.1. Added.** Each assigned vehicle will have a Vehicle Record Binder in the vehicle, which shall contain at a minimum:

- (a) Copy of vehicle title.
- (b) Copy of completed CAP Form 37V.
- (c) Complete CAP Forms 73, one for each month for current calendar year and prior three calendar years.
- (d) Record of repairs and maintenance schedule OKWG Form 73B.
- (e) Copy of Insurance verification.
- (f) Vehicle Mileage Log, OKWG Form 73A.
- (g) Copy of CAPR 77-1, Operation and maintenance of Civil Air Patrol Vehicles.
- (h) Copy of CAPR 900-5, the CAP Insurance/Benefits Program.
- (i) Copy of OKWG Supplement to CAPR 77-1.
- (j) CAP Accident/Mishap Notification procedure, OKWG Sup 62-2.

**5.b. Added.** Original and Replacement CAP Forms 75 are issued by the Wing Logistics Officer they are signed by the Wing Commander or Wing Logistics Officer.

**5.c. Added.** Applications will use the Form 75 application form letter from the wing web site.

**5.c. Note: Added.** A copy of driving records can be obtained from any tag agent. Active duty military personal may submit a copy of their drivers report from their home state in lieu of the Oklahoma report.

**5.h. Added.** Each Form 75 will expire from the date of issue on the last day of the month of the individual's birthday, or on the expiration date of the State driver's license, whichever comes first. Expiration of the individual's CAP membership constitutes automatic suspension of the CAPF 75.

**7.a.(5) Added.** CAP vehicles are assigned to units with in Oklahoma Wing by the Wing Commander or the Wing Logistics Officer. Due to the limited transportation resources, units having a corporate vehicle will share that vehicle with other units as necessary to meet CAP mission requirements.

**7.a.(6) Added.** There will be NO SMOKING or TOBACCO use of any kind in any corporate vehicle.

**8.i.** Whenever a corporate vehicle with more than one occupant is backed up, the driver will designate one passenger to serve as a spotter.

**9.** When driving a vehicle, the driver is responsible for the vehicle and for completion of all records. Vehicle use will be scheduled with the unit having the assigned vehicle. Any CAP unit may schedule a corporate vehicle with the unit commander or transportation officer of the vehicle's assigned unit. When a

vehicle has been used, it will be returned to the site from which it originated, unless other arrangements have been made. The vehicle will be returned freshly cleaned, inside and outside and full of fuel. The person receiving will inspect the vehicle before acceptance. Any damage will be noted at time of acceptance inspection.

**9.b.** When assigned a vehicle, the unit transportation officer/unit commander are responsible for scheduling maintenance and minor repairs, i.e. oil changes, plugs, belts, antifreeze, water, windshield wipers, hoses, etc. Such repairs must be pre-approved by the Wing Logistics Officer. Approved minor repairs are centrally funded by wing.

**9.c.** Units with assigned vehicles will submit all requests for major repairs to the Wing Logistics Officer before repair is initiated. After repairs have been completed, all original invoices will be mailed directly to Oklahoma Wing Headquarters, Attn: Logistics.

**9.c.(2)** All emergencies will telephoned directly to the Wing Commander or Wing Logistics Officer, who in turn will contact CAP-USAF/LGT. After repairs have been completed, all original invoices will be mailed directly to Oklahoma Wing Headquarters, Attn: Logistics.